



Housing Resources, Inc. (HRI) (Kalamazoo, MI) has an opening for a full time
PROGRAM DIRECTOR

Position Type: Full Time/Exempt

Applications Due: 6/10/2016

Position Start Date: Approximately 7/25/16

To apply send cover letter with salary requirements & resume to hr@housingresourcesinc.org with "Program Director" in the Subject Line

The mission of Housing Resources, Inc. (HRI) is to assure housing for socially or economically vulnerable persons of Kalamazoo County. HRI is a recipient of federal, state, and local funds and is the lead housing organization serving our community through the Continuum of Care (CoC) and other community collaborations and systems.

SUMMARY:

The Program Director (PD) is responsible for the successful operations of the Housing Stabilization, Family Shelter and Rickman House Programs and advises and supports the Executive Director (ED) in all related matters. The PD will have both internal and external responsibilities and will work collaboratively with the ED, leadership team, and all departments in the organization to ensure that all strategic program planning and execution of programs and services are fully integrated resulting in impact driven services and systems. The PD provides leadership in the organization and requires innovation and creativity to do things better, while remaining in compliance with the direction, policies and procedures, and regulatory bodies.

PRINCIPAL ACCOUNTABILITIES:

Leads, directs, evaluates and provides administrative oversight in the areas of:

1. Program Management, Performance & Evaluation
 - Responsible for oversight of all aspects of program development and service delivery
 - Enforces standards by ensuring adherence of internal and external policies and procedures and regulatory requirements including all contracts
 - Participates in regular leadership team meetings to review overall performance, address questions, issues, and needs
 - Proactively seeks to provide management reports to other leadership
 - Balances focus on final result with focus on collective efforts

2. Adapt Services to Meet Changing Needs
 - Assesses community needs and coordinates resources to enhance programs
 - Implements new and revised programs, program enhancements and requirements in support of the organization's strategic plan
 - Maintains in-depth knowledge of the housing sector to drive effective, efficient, and impact based service delivery
3. Data Collection, Reporting, Analysis, and Evaluation
 - Assists in the coordination of data collection, analysis, interpretation and program evaluation with the Director of Operations and Grants and Community Planning Officer to proactively plan, solve, recommend and implement effective solutions
 - Responsible for completion of reports as assigned
4. Budgets & Financial Literacy
 - Prepares and monitors program and grant budgets including expenditures with explanation of variances
5. Team Management and Development
 - Supervises assigned personnel by offering direction, coaching, training, and monitoring of organizational and program policies and procedures

MINIMUM QUALIFICATIONS:

- Bachelor Degree required, Master's Degree preferred.
- Five (5+) years of team oriented and direct supervisory experience preferably including professional experience with affordable housing or homelessness initiatives. Work experience within the human services field required, residential program experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the community need, operation, and solutions of rapid re-housing, permanent supportive housing, and other approaches.
- Knowledge of federal, state and local homeless programs.
- Ability to implement innovative best practice approaches to homelessness using data driven solutions.
- Ability to provide project implementation and contract administration.
- High task orientation and ability to work with and through other people as part of a team while also performing responsibilities independently.
- Excellent computer literacy.
- Demonstrated knowledge of community resources.
- Ability to work effectively with diverse populations
- Maintain a valid driver's license.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.